



Title: II, Voucher and Invoice Payments Manual

Chapter: 3, Special Vendor Payments, Section 3, Telephone Vendors System (TELE)

Bulletin: TELE 03-1, Discontinuance of Form AD-474, Transmittal - Telephone and Utilities, and TELE 06, Report No. 1, Telephone - Semiannual Status Report

Date: June 30, 2003

To: Holders of the Telephone Vendor System

This bulletin announces that effective August 1, 2003, the National Finance Center (NFC) will no longer accept Forms AD-474 transmittals to establish or maintain accounts in the Telephone Vendors System (TELE).

In fiscal year 2002, the Telephone Utility Maintenance System (TUMS) was implemented to allow agencies to add, modify, delete, and view TELE master records via the Web. Due to the implementation of TUMS, agencies are no longer required to submit transmittal forms. TUMS is now used in place of the AD-474.

If you are not currently using TUMS to input TELE data, please note the August 1, 2003, effective date of the discontinuance of the AD-474 and begin using TUMS instead of the transmittal form. Refer to NFC Bulletin TELE 02-02, Telephone and Utilities Maintenance System (TUMS), dated October 1, 2002, for detailed instructions on using TUMS, including system requirements and security access. As stated in the TUMS bulletin, use of TUMS will expedite processing by reducing hard copy flow, the number of entries required, and the amount of errors.

Agencies are also advised that TELE 06, Report No. 1, Telephone - Semiannual Status Report, will no longer be produced in hardcopy, since the information that was provided on this report can now be retrieved from the NFC Reporting Center. To access the Reporting Center, go to the NFC Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the Reporting Center icon in the Application Launchpad section of the home page. At the Reporting Center page, type in your user ID and password and click the **[Login]** button. In the Reporting Center, click on the Administrative Reports category which will display the Telephone Download option. The Telephone Download option displays various selection criteria. Choose optional selection criteria parameters and click the **[Go]** button. If you require further explanation of the selection criteria, click the **[More]** button to provide additional information regarding the Telephone Download. Refer to NFC Bulletin No. TELE 02-1, Telephone Data Download Report, dated January 9, 2002, for detailed instructions on using the NFC Reporting Center for TELE data.

Please refer questions about TELE to the Miscellaneous Payments Section at **504-255-4647** or via e-mail at *misc@usda.gov*. Refer questions about this bulletin to the Quality Assurance Branch at **504-255-5322** or via e-mail at *nfc.pvct@usda.gov*.



CHARLES L. WALLACE, Director  
Controller Operations Division

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